



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 10-2009

Department	Planning & Development (DPD) – Land Use Policy	Number of Positions	1	Wage	\$17.85
Job Title	Planning Intern – Climate Change	Location	Seattle Municipal Tower, 19 th Floor, 700 5 th Ave.		
Start Date	5/4/2009	End Date	9/1/2009	Work Scheduled Between	8:00 AM 5:00 PM
Minimum	10	Hours/Week	and Maximum	19	Hours/Week
Summer Schedule			40	Hours/Week	
Special Work Scheduling Requirements 19 hours max when classes are in session, 40 hours during the summer when classes are NOT in session					

SUMMARY OF WORK TO BE PERFORMED: Provide research and policy planning assistance on specific aspects of the city's climate change program. This will require working with both DPD policy planners and operations staff, as well as occasionally with the Office of Sustainability and the Environment (OSE).

DUTIES STATEMENT: Describe the work in detail. List duties in their order of importance and include in the left column an estimate of the percentage of work for each duty.

% of time 60	1)	Provide research and assist in adapting the City's greenhouse gas disclosure form (required for State Environmental Policy Act - SEPA review) to account for green house gas (GHG) emission impacts in an urban environment. This will require a strong background in Excel programming.
20	2)	Provide research on effective mitigation strategies for reducing GHG impacts; reducing vehicle miles traveled, green roofs, etc.
10	3)	Identify best practices for incorporating climate change adaptation into Seattle's land use planning.
10	4)	Provide research/writing assistance on other aspects of climate change as necessary.
	5)	

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Student will be part of Seattle's local and national leadership in addressing climate change issues, specifically how cities mitigate for the impacts of greenhouse gas emissions.

MINIMUM QUALIFICATIONS: Education, skills, abilities, and/or experience sought:

Graduate student enrolled in Urban Planning, Architecture, Landscape Architecture, Construction Management, Public Administration/Policy, Geography, Atmospheric Sciences or related degree program. Proficiency in Excel programming, basic understanding of climate change issues, willingness and ability to both work independently and with a team, work study eligibility (proof required), excellent research and writing skills.

DESIRED QUALIFICATIONS: Strong interest in climate change policy, background in land use policy/planning.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

None.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

The work study student will be supervised by a senior planner in the policy planning section. He/she will also work closely with DPD operations staff and staff from OSE in order to gain project experience and exposure. Although guidance will be fairly informal, there is a detailed scope of work that will need to be completed. There will be regular check-ins, as well as occasional meetings with city inter-departmental teams focused on climate change issues.

Application Instructions: Send your resume and school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to andrea.lowe@seattle.gov or fax to 206-684-5809. **Include the position title, job # (10-2009), department, and your e-mail address so that we can follow up with you.

Please do not apply if you do not have a work study referral/authorization form from your school.